

Listen to Others

A successful community leader works at listening to other individual's concerns. They focus on not just the words being spoken, but what those words mean.

This skill takes practice and hard work. The guidelines below may help you to improve your listening skills:

- ***Listen for the unfamiliar.***
- ***Rephrase important points in your own words.*** This will allow the speaker to clarify the statement if there has been a misunderstanding.
- ***Pay attention to details.*** Details are important in communication, especially if the membership differs significantly on the issue.
- ***Be open minded about new ideas and opinions.***
- ***Allow speakers to complete their ideas or opinions without interruption.***
- ***If you are not clear on terms being used, ask the speaker to define them.***